

CPS NOTARY PUBLIC EXAMINATION SERVICES

Testing Information

INTRODUCTION

To be granted a California Notary Public commission, you must meet the requirements set by Statute (see handbook) and pass an examination to verify that you have at least a minimum level of knowledge regarding the laws and regulations affecting notary public services. The Notary Public Section has contracted with CPS to conduct its regularly scheduled examinations at established test centers throughout the state of California.

ABOUT THE EXAMINATION

The Notary Public Examination consists of multiple choice questions. It is a **CLOSED-BOOK** exam which is administered by proctors. Please allow approximately one hour for testing and proctor instructions. All of the material in the California Notary Public Handbook (including updates, if any) is subject to examination.

REGISTRATION

Registration must be received at least 11 business days prior to the requested examination date.

TO REGISTER CHOOSE ONE OF THE FOLLOWING OPTIONS:

* To register on-line, simply go to the Notary Public website at notary.cps.ca.gov.

* Complete and mail the enclosed purple registration form by using the enclosed Examination Schedule. Please request different dates on your registration form for 1st, 2nd, and 3rd choices.

OR

* Call **1-916-263-3520** (available Monday - Friday, 8am - 5pm). Follow the prompts of the automated attendant. Be prepared to provide the following information:

- **YOUR SOCIAL SECURITY NUMBER**
- **YOUR NAME**
- **THE COMPANY NAME**
- **BUSINESS MAILING ADDRESS**
- **DAYTIME PHONE NUMBER**
- **FAX NUMBER**
- **EXAMINATION LOCATION/SESSION NUMBER, TEST DATE, AND TIME – 1ST, 2ND, AND 3RD CHOICES**

(See the enclosed schedule for a listing of locations, dates, session numbers, times of examinations.)

A **confirmation scheduling letter** and a map will be sent to you if your registration form or phone reservation is received at least 11 business days prior to the exam date. Confirmation letters will be mailed Tuesdays and Fridays.

Special Accommodation Testing is available for applicants who are unable to take the examination on Saturday due to religious affiliations, disability or who would otherwise have difficulty in taking the examination. Please contact CPS to make arrangements in advance.

Other Testing Arrangements can be made for applicants to take their exam in our office in Sacramento or in Southern California. **An additional testing fee of \$40.00 will be collected along with your application fee when you appear at the test site.** Arrangements must be made in advance by calling CPS.

Walk-in Registration is allowed on a space-available, "first come, first-served" basis. Walk-in candidates will be admitted into the test center after all pre-registered applicants have been admitted. Walk-in registration is not guaranteed; however, the proctors will try and accommodate anyone who arrives 30 minutes prior to the exam time. **Walk-in registration is encouraged at all testing locations.**

Arrival Time: All candidates, walk-in or pre-registered should arrive at the test site 30 minutes prior to the scheduled exam time.

Frequency of Testing: Candidates can test **ONLY** one time per calendar month. If the exam is taken more than once in a month, the second score will be invalid and any fees paid will be forfeited.

FEES

Each candidate must have a separate check or money order. Receipts are available upon request at the test site. CASH CANNOT BE ACCEPTED. Fees are to be paid by check or money order only made payable to the **SECRETARY OF STATE**, according to the following fee schedule:

- New applicants and Reappointments: **\$40.00**
- Applicants who have previously taken the exam and failed: **\$20.00**

Note: Fees are nonrefundable.

TO GUARANTEE THAT YOU WILL HAVE A RESERVED SEAT AT THE TESTING CENTER, RETURN THE REGISTRATION FORM OR CALL CPS TO REGISTER, (916) 263-3520.

BRING THE FOLLOWING MATERIALS WITH YOU TO THE TESTING CENTER:

- One of the following **Photo Identification:**
(current or issued within the last 5 years)
 - * A driver's license or State DMV I.D. card
 - * A Canadian or Mexican Driver's license
 - * U.S. Passport or Passport issued by a foreign government.
 - * A U.S. Military I.D. Card
- A **check, money order, or cashier's check** for the appropriate fee made payable to The Secretary of State, with the candidate's name and last four digits of the Social Security number written on it,
- A completed **current application form (& fail letter if retaking the exam)**,
- Two (2) sharpened **No. 2 lead pencils**.

During the exam all personal belongings must be placed in a designated storage area in the testing room. CPS is not responsible for any belongings at the test; therefore, CPS recommends bringing only your I.D., application materials, and handbook and leaving personal belongings in your car or at home. Before the exam begins, you will not be permitted to keep your handbook with you and will be asked to place your handbook in a designated storage area for personal belongings.

Reappointments: Candidates applying for reappointment cannot test more than six months in advance of the commission expiration.

Result Notification: Results from your Notary Public Examination will be mailed from Sacramento 10 business days following the exam. Result information will not be discussed over the phone. **SCORE OF 70 IS PASSING.**

Candidates passing the exam will be required to have their fingerprints taken at a live scan site. A live scan form with instructions will be included with your pass letter.

Candidates not passing the exam will be mailed the original application and fail notice. When retaking the exam, please submit:

- **Fail notification letter,**
- **Original application form (dated with current date),**
- **A check, cashiers check or money order for \$20.00 made payable to the Secretary of State.**

Commission: A commission will be mailed from the Secretary of State's Office, Notary Public Section, once the application has been approved and the background check completed.

Convictions

State law requires all applicants be fingerprinted as part of a background check **prior** to being granted an appointment as a notary public. Information concerning the fingerprinting requirement will be mailed to candidates who pass the examination.

You are required to disclose **all** arrests and convictions on your application. Convictions dismissed under Penal Code Section 1203.4 or 1203.4a **must** be disclosed. If you have any questions concerning the disclosure of convictions or arrests, contact the Secretary of State prior to signing the application.

The Secretary of State will recommend denial of an application for the following reasons:

- Failure to disclose any arrest or conviction; or
- Conviction of a felony; or
- Conviction of a disqualifying misdemeanor where not more than 10 years have passed since the completion of probation. The most common disqualifying convictions are listed below; however, this list is not all-inclusive.
 - Accessory
 - Arson-related offenses
 - Assault
 - Auto theft
 - Battery upon a child resulting in corporal injury
 - Battery upon a peace officer
 - Burglary
 - Carrying a concealed weapon
 - Carrying a loaded firearm in a public place
 - Child molestation
 - Child pornography
 - Conspiracy
 - Discharge of a firearm in a public place or into an inhabited dwelling
 - Drugs, possession for sale and sale
 - Embezzlement
 - Escape without force
 - Failure to comply with a court order
 - Failure to pay child support
 - Failure to return to confinement
 - False financial statements
 - False imprisonment
 - Forgery
 - Fraud involving, but not limited to, bankcards, credit cards, insufficient funds/checks, insurance, mail, Medi-Cal or Medicare, real estate, tax, and welfare
 - Fraudulent impersonation of a peace officer
 - Hit and run
 - Kidnapping-related offenses
 - Manslaughter
 - Pimping and pandering
 - Possession of an unregistered firearm
 - Practicing without a license when a license is required
 - Prostitution
 - Rape
 - Receipt of stolen property
 - Resisting or threatening a peace officer
 - Robbery
 - Solicitation
 - Statutory rape
- Tax evasion
 - Terrorist threats
 - Theft, grand and petty, including burglary and robbery
 - Threats to commit a crime involving death or great bodily injury

Note: When a recommendation is made to deny an application, the applicant has the right to appeal the recommendation through the administrative hearing process.

Emergency Test Center Closing: Inclement weather or other emergencies may force the closure of a test center on the assigned test date. In that event, the examination will be rescheduled. You will receive notification of the new date and time of the test.

Rescoring Test Results: Requests for rescoring Test Results must be submitted in writing and accompanied with a \$10.00 money order only, payable to CPS. **No checks or cash will be accepted.** Rescoring requests must be received by CPS within 45 days after the test date at the following address: 241 Lathrop Way, Sacramento, CA 95815, ATTN: Notary Public Exam Services. Processing of these requests will be handled on a daily basis.

Security Procedures

- The following security procedures will apply during the examination:
- No questions regarding test items will be answered by the proctors. All necessary instructions are given by the proctor and are also in the test booklet. You will not be permitted to talk nor communicate with anyone other than the proctor, nor may you use books, notes, or other aids.
 - Once you have been seated and the examination begins, you may leave the test center **ONLY** to use the restroom (limited to one candidate at a time and for only 5 minutes) and only after obtaining permission from the Chief Proctor. However, you will not receive additional time to complete the examination.
 - No children are permitted into the testing site.
 - Any candidate seen giving or receiving assistance, found with unauthorized materials, or who violates any security regulations will be asked to turn in all examination materials and to leave the test center. All such instances will be reported to the Secretary of State's Office, Notary Public Section.
 - Copying or communication of the test content is a violation of security regulations and will result in the disqualification of exam results and legal action under Federal copyright laws.
 - No smoking, eating, or drinking is allowed in the testing center.

CPS Human Resource Services
Notary Public Examination
(916) 263-3520
241 Lathrop Way
Sacramento, CA 95815
www.cps.ca.gov

Secretary of State
Notary Public Section
(916) 653-3595
P.O. Box 942877
Sacramento, CA 94277-0001
www.ss.ca.gov